



CDRR Final Year Reporting 2010-2011

KANSAS
Chronic
Disease
Risk
Reduction

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Current Situation

- Online reporting system is in development
 - Expect late summer roll-out
- Need to capture short term outcomes and continue increasing comfort with creating and measuring indicators
- New Final Year Reporting Forms continue transition from narrative to quantifiable outcomes



Two Forms + Affidavit of Expenditures

- Grant Reporting Form
 - One per grantee
 - Collects information on activities required by grant
 - Letters to legislators, YTS assistance, training attendance, Quitline promotion, etc.
- Evaluating Outcomes and Activities Form
 - **One for each activity**
 - Collects information from your Evaluation Templates
 - Outcome code, SMART Objective, Process/Outcome Indicators, progress, barriers and facilitating factors

Known and Expected Issues - General

- Attachments: when e-mailing the forms, attach extra documents to the e-mail. If the e-mail becomes too large, send a second e-mail to the same people with the same Subject line.
 - If an electronic version of a required document is not available, you will have to mail copies to KDHE. Check with your Outreach Coordinator.
- Narratives: **be concise!** We want to hear what you have to say, but don't have time to wade through fluff.

Known and Expected Issues – Grant Reporting Form

- Section Two: Planning Activities
 - May have already submitted (attach if updated version available or not previously submitted)
 - Connection Map and/or Coalition Member List
 - CHANGE Tool Evaluation Template
 - Check whether your CHANGE Tool Community Action Plan is attached or if it is not yet started (or in progress)
 - Describe status of CAP in narrative.
- Dates: trainings on multiple days, just put the first day
- Success Stories: optional, but highly recommended.
Check with your Outreach Coordinator for assistance and advice.

Known and Expected Issues – Evaluating Outcomes and Activities

- **ONE FOR EACH ACTIVITY**
- Activity Number – your unique activity identifier
- From your 2010-2011 Evaluation Plans
 - Activity Name, Outcome Code, SMART Objective, Indicator, Data Source
- Narrative Sections (be concise!): Progress, Facilitating Factors of Success and Barriers/Issues

Known and Expected Issues – Evaluating Outcomes and Activities

- *“Can I use different indicators than what appear on my Evaluation Plans?”*
 - Yes, but you need to note this and explain the swap under “Barriers/Issues”
- *“My activity has changed or been discontinued since we wrote an Evaluation Plan for it...”*
 - Work with your Outreach Coordinator to complete the form and explain what happened in the narrative sections
- *“Wait, what Evaluation Plan?”*
 - Oh dear... talk to your Outreach Coordinator

Who do I send what?

- Everything goes to...
 - Trevor Christensen (default: tchristensen@kdheks.gov)
 - Your Outreach Coordinator (you add)
- Affidavit-only goes to...
 - Kevin Shaughnessy (you add: kshaughnessy@kdheks.gov)

Ignore instructions on
http://kdheks.gov/doc_lib/ChronicDiseaseRiskReductionRpts.html

Kevin does not want or need the grant reporting forms.

Questions?

Thanks.

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